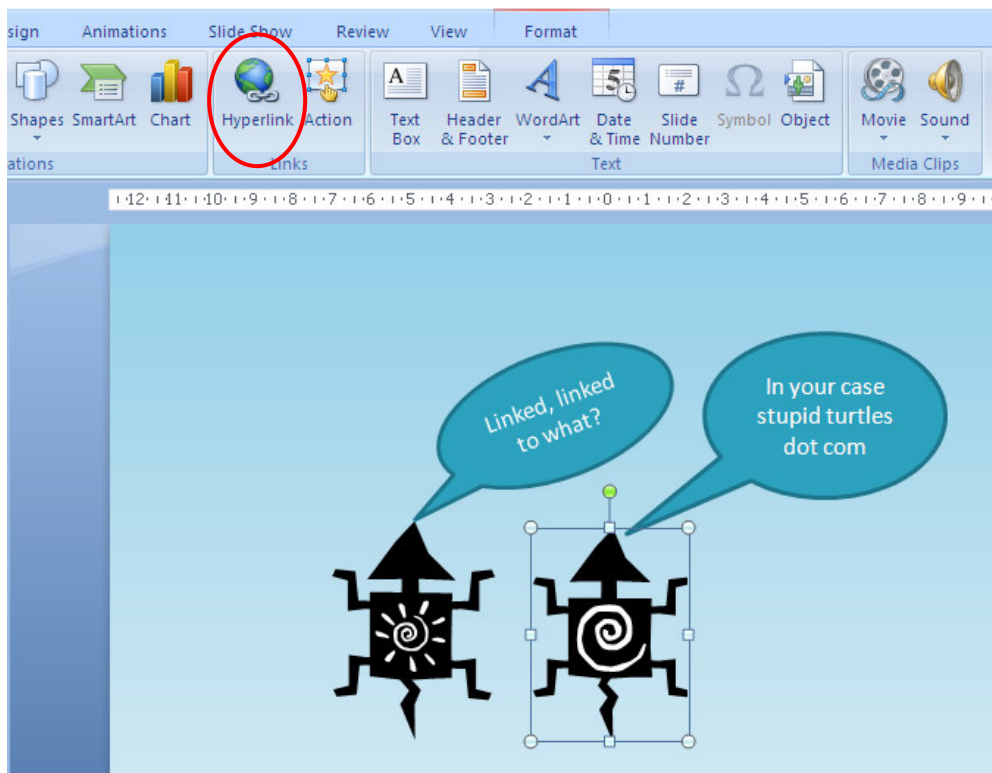


ADDING HYPERLINKS IN POWERPOINT 2007

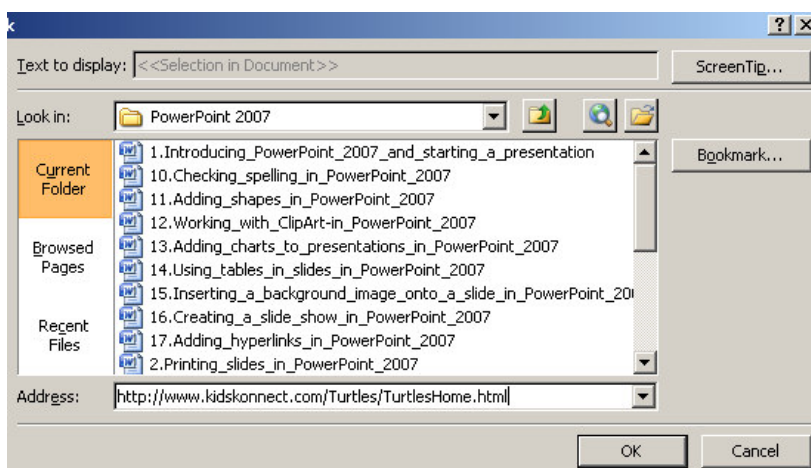
Hyperlinks can be added to slides to help you to navigate around the presentation or to link to locations on the internet.

Adding external hyperlinks

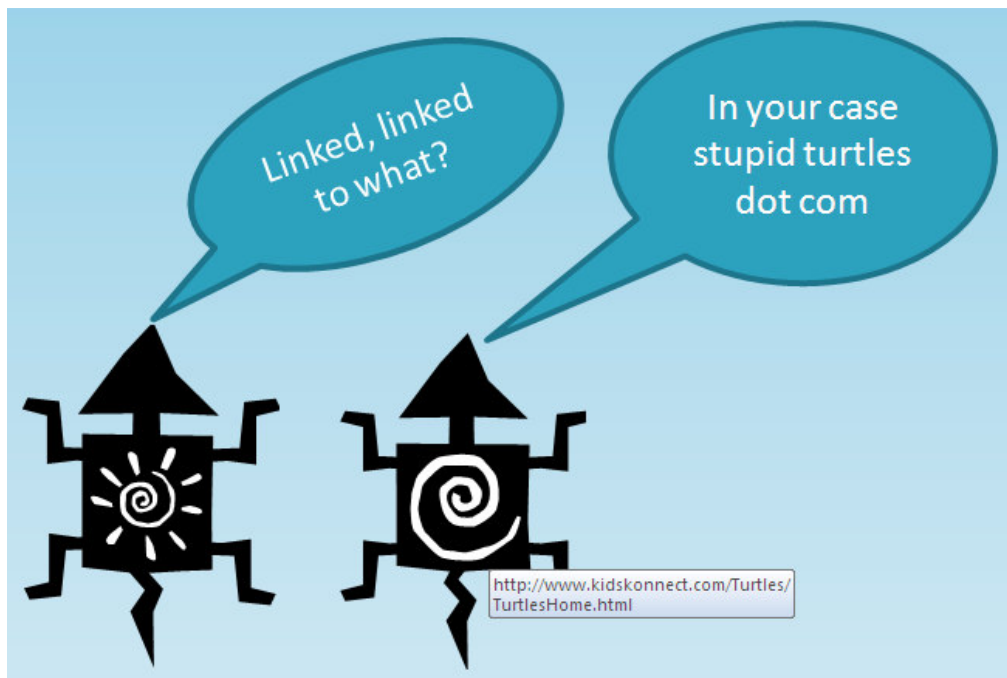
1. Display the slide to which you want to add a hyperlink in Normal view.
2. Select the text or image to which you want to add the hyperlink.
3. Click on the **Insert** tab.
4. Click on the **Hyperlink** button.



5. In the **Insert Hyperlink** dialogue-box type or paste in the web address of the website to which you wish to link in the **Address:** box.

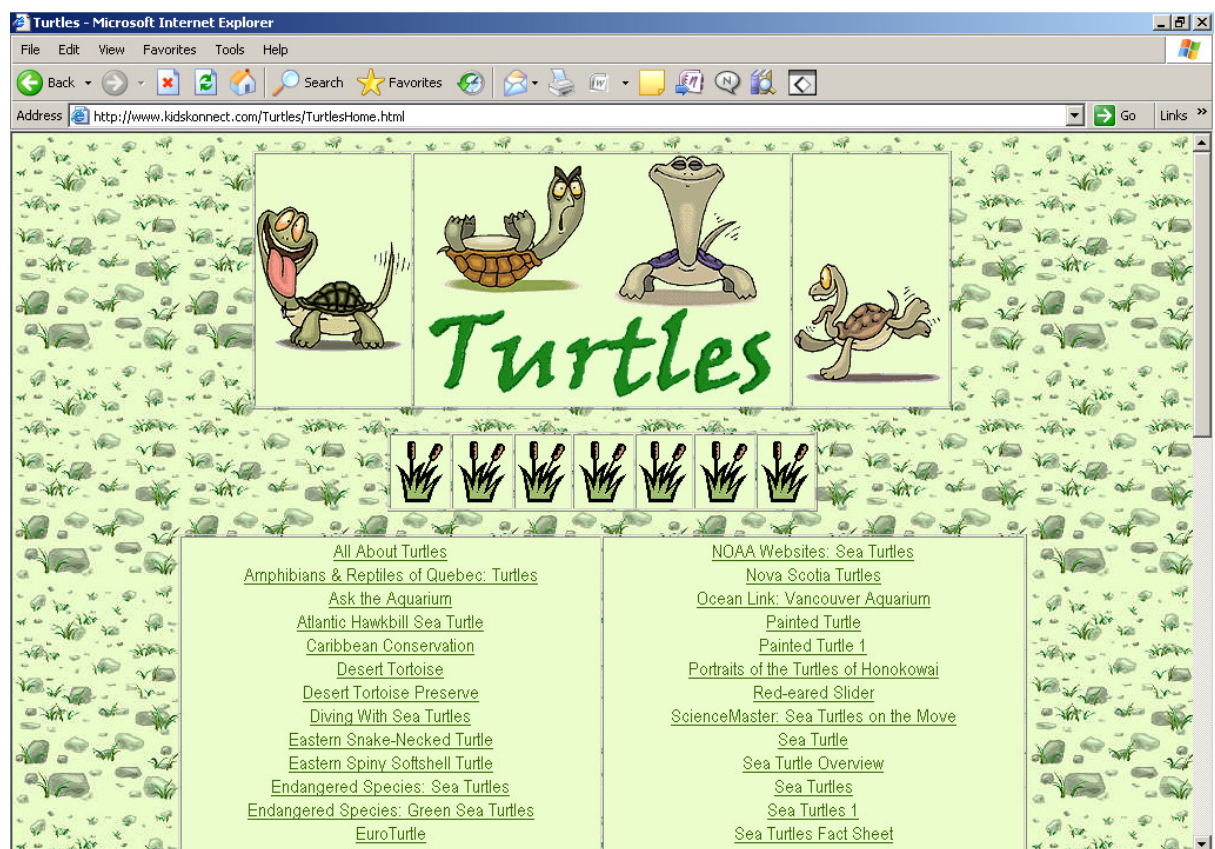


6. Click on the **OK** button to close the dialogue-box and add the hyperlink to the slide.



In Slide Show view, when hovering the mouse over the linked text or object the pointer turns into a hand and the web address of the link appears.

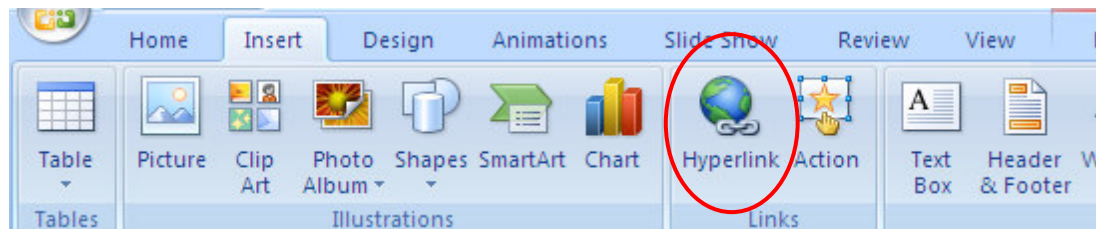
Clicking on the linked text or object will launch the website to which it is linked.



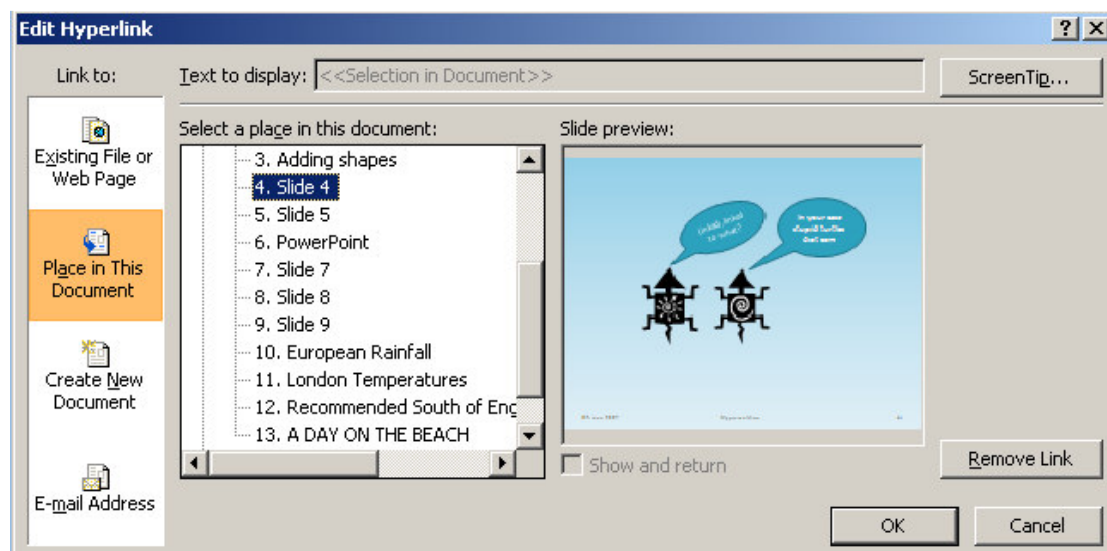
You can return to the presentation by using the Browser's Back button.

Adding links within the presentation

1. With the slide to which you wish to add a link in Normal view select the text or object that you wish to link to another part of the presentation.
2. Click on the **Insert** tab.
3. Click on the **Hyperlink** button.



4. In the **Insert Hyperlink** dialogue-box click on the **Place in This Document** option in the **Link to:** area to the left of the dialogue-box.
5. In the **Select a place in this document:** area click on the slide to which you wish to link the text or object. You will see a preview of it in the right-hand box to make sure that it is the correct one.



6. Click on the **OK** button to close the dialogue-box and apply the hyperlink.

In Slide Show view clicking on the text or object will move the presentation to the linked slide.

You can use these techniques to link from one slide to another file. However if you do this when you transfer the presentation onto an external storage device to show it you must ensure that you load the linked file with it.

OTHER TOPICS IN POWERPOINT 2007

[Introducing PowerPoint 2007 and starting a presentation](#)

[Printing slides in PowerPoint 2007](#)

[Formatting text in PowerPoint 2007](#)

[Aligning text and working with placeholders in PowerPoint 2007](#)

[Changing bullets and numbering in PowerPoint 2007](#)

[Line spacing in PowerPoint 2007](#)

[Using WordArt in PowerPoint 2007](#)

[Master Slides and Templates in PowerPoint 2007](#)

[Organising slides in PowerPoint 2007](#)

[Checking spelling in PowerPoint 2007](#)

[Adding shapes in PowerPoint 2007](#)

[Working with ClipArt in PowerPoint 2007](#)

[Adding charts to presentations in PowerPoint 2007](#)

[Using tables in slides in PowerPoint 2007](#)

[Inserting a background onto a slide in PowerPoint 2007](#)

[Creating a slide show in PowerPoint 2007](#)